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Governor



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**Jacquelyn D. White**  
Commissioner

**James Miluski**  
Director  
Division of Purchasing and  
Materials Management

**To: State Purchasing Committee and FMAC Members**

**From: James Miluski, Director**

**Re: Fiscal Year End Procurement Procedures**

**Date: January 8, 2004**

Please review the fiscal year end procurement procedures and schedule, and distribute to the appropriate personnel in your department. If you have any questions, please call Karen Boeger, Assistant Director, at (573) 751-3273.

To ensure timely processing of procurement documents at the end of the fiscal year, the following procedures must be followed.

**Requisitions – FY04 Funds**

Cutoff dates for requisitions for competitively bid purchases that will be charged to **FY04 funds** will be based on the lead time required by the Division of Purchasing and Materials Management (DPMM) and vendors for delivery of the goods or services.

Quick Requisitions (RXQ) to request competitive bidding for commodities (with the exception of data processing hardware and software) should be for intended deliveries and installation before June 30, 2004. Therefore, all such requisitions should be received in DPMM by the cutoff date specified in the following Requisition Cutoff Schedule in accordance with the delivery lead time for the commodity desired. If an RXQ is received by DPMM after the cutoff date, the agency will be required to cancel the RXQ and issue a Non-Pre-encumbering Requisition (NR) in its place.

<u>Delivery Lead Time</u>	<u>Requisition Cutoff</u>
120 - 180 days	February 6, 2004
90 - 119 days	March 5, 2004
60 - 89 days	April 2, 2004
30 - 59 days	April 30, 2004

Non-Pre-encumbering Requisitions (NR) to request competitive bidding for professional and general services, and data processing hardware and software price agreements (contracts) to be charged to FY04 funds should be submitted to DPMM no later than March 5, 2004.

No FY04 requisitions will be accepted by DPMM after May 14, 2004, unless justification for late submittal is signed by the department director.

A list of estimated lead times for various groups of commodities and services is attached to this memorandum. If you are uncertain of the delivery lead times, you are encouraged to submit your requisitions as soon as possible. For more detailed information concerning a specific commodity or service, please contact the appropriate buyer.

For cutoff dates for FY04 payment documents, refer to the Office of Administration, Division of Accounting's Fiscal Year End Memorandum. Please note that OA, Accounting Fiscal Year End Memorandum has not been issued by OA, Accounting to state agencies at this time. However, OA, Accounting will issue an FYE memorandum later in this fiscal year that will include these cut-off dates.

### **Requisitions – FY04 Funds**

FY04 CONTRACTS: Non-Pre-encumbering Requisitions (NR) to request competitive bidding for price agreements with a start date of July 1, 2004 or shortly thereafter should be submitted to DPMM no later than the following:

Commodities -- April 2, 2004  
Data Processing Hardware and Software -- March 5, 2004  
General Services -- April 2, 2004  
Professional Services -- March 5, 2004

FY04 RENEWALS: Non-Pre-encumbering Requisitions (NR) to renew price agreements expiring June 30, 2004 should be submitted to DPMM on or before April 2, 2004. In addition to all information required on a requisition for renewal, any renewal requisitions involving data processing hardware and software and telephone systems must contain a complete contractual inventory of equipment which identifies the components for which the renewal is requested, the equipment location, and whether the contract needs to be renewed for maintenance and/or lease/purchase of the specified components.

## **ESTIMATED DELIVERY LEAD TIMES REQUIRED BY VENDORS**

These lead times are estimates only, actual delivery times may vary. Therefore, you are encouraged to submit your requisitions as soon as possible to ensure timely delivery.

<b>COMMODITY/SERVICE</b>	<b>DELIVERY LEAD TIME</b>
Any Project or Equipment that Requires Blueprints or Approved Drawings	120 days
Any Special Fabricated Equipment	120 days or longer
Automobiles (not on contract)	90 days
Carpeting	120 days
Copy Machines	90 days
Data Processing Hardware	120 days
Data Processing Software	120 days
Farm Tractors	90 days
Forklifts	90 days
Guns (Law Enforcement)	120 days
Insurance	180 days
Laboratory Equipment	90 days
Laundry Equipment (Commercial Type)	90 days
Medical Equipment	120 days
Microfilm Equipment	90 days
Office Automation	120 days
Printing	90 days
Printing Equipment	90 days
Radio Equipment	90 days
Restaurant Equipment (Large)	90 days
Restaurant Equipment (Small)	60 days
Telephone Systems	120 days
Trucks (Medium and Heavy Duty)	120 days
Video Equipment	90 days

## **DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

### **Calendar of Events for the End of Fiscal Year 2004 and the Beginning of Fiscal Year 2005**

- February 6, 2004** Requisitions due for items with 120-180 day delivery lead time to be paid with **FY04** funding.
- March 5, 2004** Requisitions due for items with 90-119 day delivery lead time to be paid with **FY04** funding.
- Requisitions due for price agreements for professional and general services, and data processing hardware and software to be paid for with **FY04** funding.
- Requisitions due for price agreements for professional services and data processing hardware and software with a start date of July 1, 2004, or shortly thereafter to be paid for with **FY05** funding.
- April 2, 2004** Requisitions due for items with 60-89 day delivery lead time to be paid with **FY04** funding
- Requisitions due for price agreements for commodities or general services to begin July 1, 2004 and to be paid for with **FY04** funding.
- Requisitions due for renewal of price agreements that expire on June 30, 2004.
- April 30, 2004** Requisitions due for items with 30-59 day delivery lead time to be paid with **FY04** funding.
- May 14, 2004** Last day to submit requisition for purchases utilizing **FY04** funding without written justification signed by department director.